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10 November 1951

MEMORANDUM FOR: [REDACTED] Special Assistant to the DD/A 25X1A9a

FROM : Comptroller

SUBJECT : Survey of Training Conducted by Offices
Other Than the Office of Training

1. In accordance with the request contained in your memorandum of 6 November 1951, there is outlined below the training presently conducted by the Finance Office.

Category 1. None (except as may be covered under 5 below.)

Category 2. None

Category 3. None

Category 4. (a) Finance representatives act as instructors for the "finance" portion of the one week administrative course conducted by covert training.

(b) Each employee proceeding overseas is given individual briefing on matters pertaining to pay, allowances, travel, and related matters.

(c) Occasional instruction and briefing lectures are given by Finance employees to special groups at the request of operation offices.

(d) On-the-job training is given as outlined in 5 below.

Category 5. The Finance Division conducts continuous on-the-job training for (a) all new employees hired by the Division for headquarters or overseas assignments. (b) Certain administrative employees of the operating offices who are detailed to the Finance Division prior

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to proceeding to overseas station assignments which require a knowledge of financial reporting and accounting. These on-the-job training assignments cover periods ranging from one week to three months. One finance employee devotes full time to the supervision of this on-the-job training in the Finance Division, and there are 27 persons who are undergoing such training at this time. This training consists of reading regulations, discussions, practice work on accounts, actual work on accounts under close supervision, and rotation between the various functional units of the Finance Division to enable the employee to "learn by doing" the job.

2. This Office is in position to provide the Office of Training with information and background material on the financial phases of administration for use in developing an administrative officer training program, but because of shortage of trained staff we are not in position at this time to detail any additional employees as instructors except on a purely temporary part-time basis. However, we shall be happy to cooperate with the Training Office to the limit of our resources and facilities in the development of an administrative officer training program.

E.R. SAUNDERS

ERS:aks
cc: Signer's Copy ✓